

Aoyama, Joyce

From: Aoyama, Joyce
Sent: Thursday, September 25, 2014 8:34 AM
To: Szerlog, Michael; Holman, Alvin
Cc: Kahlo, Meaghan
Subject: RE: Status of "Withdrawn" Schedule 205c/1016c Permit Records

Sounds good. Please put the closure date in the "Event Date" field. That's the trigger field for retention so we can track it from there.

Thank you,

Joyce Aoyama
Regional Records Manager
ASRC Primus Solutions
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(206) 553-2595 voice; (206) 553-0714 fax

From: Szerlog, Michael
Sent: Thursday, September 25, 2014 8:24 AM
To: Aoyama, Joyce; Holman, Alvin
Cc: Kahlo, Meaghan
Subject: RE: Status of "Withdrawn" Schedule 205c/1016c Permit Records

Joyce,

Yes that is the concern, that they would be close to destruction date. Alvin and I talked about putting the closure date in versatile so we can track the 10year date.

Thanks

Michael J. Szerlog, Manager

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From: Aoyama, Joyce
Sent: Thursday, September 25, 2014 8:03 AM
To: Szerlog, Michael; Holman, Alvin
Cc: Kahlo, Meaghan
Subject: RE: Status of "Withdrawn" Schedule 205c/1016c Permit Records

Michael,

Permits have a retention of 10 years from closure. If at "issue" the permit is considered closed, and they are almost 10 years from that, depending on volume and available space, we could keep them here and dispositions them in-house.

We may want to flag the folders is some way to indicate when they closed. It could be done visually or in Versatile. Something to think about as they are entered into the database.

Thank you,

Joyce Aoyama
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From: Szerlog, Michael
Sent: Thursday, September 25, 2014 7:06 AM
To: Holman, Alvin; Aoyama, Joyce
Subject: RE: Status of "Withdrawn" Schedule 205c/1016c Permit Records

Alvin and Joyce,

We may want to think about sending "issued" permits to the FRC if the destruction date is within a year or so? This would apply to the backlog that I have been working on. Your thoughts?

Thanks

Michael J. Szerlog, Manager
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From: Holman, Alvin
Sent: Tuesday, September 23, 2014 8:44 AM
To: Aoyama, Joyce
Cc: Szerlog, Michael
Subject: Status of "Withdrawn" Schedule 205c/1016c Permit Records

Attention: Joyce

Your question regarding the possibility of any schedule 205c records that have an "Action" status that may be prone to being either "re-visited or re-evaluated" was insightful. Michael has re-assessed ARU's

experience with permit records that have had an "Action status" of "Withdrawn"; he indicates that "Withdrawn" permit applications have tended to be re-visited at times for various reasons (e.g. a future re-application, etc.) within several years of the withdrawal. Based on this historical trend we feel it prudent to that upon completion of my processing all of the CRC-located 205c/1016c files, our Standard Operating Procedure for the record schedule will be:

- A) All "**Issued**" permits will be transferred to the FRC and will remain three until retention date(s) are reached; and,
- B) All "**Withdrawn**" permits will remain in the CRC until retention dates are reached, and then, "Destroyed In-House" as per federal retention law.

Does this sound viable to you?

Alvin Holman, SEE Records Management Specialist
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